



# OPEN BOX EDUCATION CENTRE

An Independent KS4 Alternative Provision School

## Application Form

Thank you for your interest in this post.

The following information is necessary to ensure full consideration can be given to all candidates. The information will be treated as confidential.

Please complete the application form in black ink or type and ensure you complete all the sections. The Declaration must be signed; this can be found on page 7 of this form.

**Return your completed application form and letter of application to:**

**The Principal, Open Box Education Centre, The Box, St John's Road, Epping, Essex, CM16 5DN.**

Application for Appointment as \_\_\_\_\_

Do you need permission to work in the UK? \_\_\_\_\_

## Personal Details

Title \_\_\_\_\_

Last Name \_\_\_\_\_

First Name(s) \_\_\_\_\_

Previous names (if any) \_\_\_\_\_

Home telephone no: \_\_\_\_\_

Work tel no: \_\_\_\_\_

Mobile telephone no: \_\_\_\_\_

National Insurance No: \_\_\_\_\_

Address \_\_\_\_\_

Post Code \_\_\_\_\_

Work email \_\_\_\_\_

Home email \_\_\_\_\_

Please tick here if you do not wish to be contacted at work ☐

## Professional Qualifications

Do you hold Qualified Teacher Status (QTS)?

Yes

☐

No

☐

DfE Number: \_\_\_\_\_

Please list below memberships of any other professional organisation(s):

\_\_\_\_\_

## Present Employment

Employer's Name \_\_\_\_\_

Address \_\_\_\_\_

Date Appointed \_\_\_\_\_

Notice Required \_\_\_\_\_

Job Title \_\_\_\_\_

Reason for Leaving \_\_\_\_\_

Current Salary \_\_\_\_\_

Please use the space below to give a brief outline of duties in your current or most recent job.

## Previous Employment

Please include all full time and part time positions. List the most recent first.

Employer	Start Date	End Date	Job Title	Salary	Reason for Leaving

## Secondary School Education

Please list the most recent first. (Click the "+" to add additional qualifications)

School	Date from	Date to	Qualification / Subject / Grade

### Higher Education (University/College/Apprenticeship etc

Please list the most recent first

Institution	Date from	Date to	Qualification / Subject / Class or level

### Other Relevant Training

Please list any relevant training and development which you feel are directly related to this role

Course title / description / awarding body

## Letter of Application

It is important that you include a letter of application in addition to this form which clearly demonstrates how you feel your skills, knowledge and experience meet the requirements for this role. Please pay close attention to the Job Description and Person Specification specific to the role you are applying for.

Please tick this box to indicate that you understand this requirement and have attached a letter of application: ☐

## References

Please give the names and addresses of your two most recent employers (if applicable). If you are unable to do this, please clearly outline who your referees are.

Please note:

- Referees will be contacted before interviews
- Teachers should give their current Headteacher or principal as referee 1.
- A reference will not be accepted from a relative or from people writing solely in the capacity of friends.

### Referee 1:

Name \_\_\_\_\_

Position \_\_\_\_\_

Organisation \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone no: \_\_\_\_\_

Email: \_\_\_\_\_

If this referee is not a recent employer please indicate in what capacity they are acting as a referee:

### Referee 2:

Name \_\_\_\_\_

Position \_\_\_\_\_

Organisation \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone no: \_\_\_\_\_

Email: \_\_\_\_\_

If this referee is not a recent employer please indicate in what capacity they are acting as a referee:

## Close Personal Relationships

Are you a relative or partner, or do you have a close personal relationship with any employee or Governor at Open Box Education Centre?

Yes ☐

No ☐

If yes, please use the space below to state the name(s) of the person(s) and relationship:

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## Declaration

Please tick each box to indicate that you have read and understood the following statements. **Please sign the Declaration in the space below.**

☐ **Disclosure of Criminal Convictions**

If you are appointed, you will be required to complete a disclosure application that will be sent to the Disclosure & Barring Service (DBS). The DBS will provide a report to you and to the school on whether you have any history of criminal convictions, including cautions and bind-overs. All posts in Schools are exempt from the Rehabilitation of Offenders Act 1974; this means that you must declare all convictions, including those that would generally be regarded as 'spent'. The existence of a criminal background does not automatically mean that you cannot be appointed but it may do so.

☐ **Immigration, Asylum and Nationality Act**

In accordance with the Immigration, Asylum and Nationality Act 2006, the Governing Body will require new members of staff to provide documentary evidence that they are entitled to undertake the position applied for/have an ongoing entitlement to live and work in the United Kingdom. Therefore, on offer of and before commencing a position, candidates should provide documentary evidence of their right to live and work in the UK.

☐ **Safer Recruitment**

I certify that I am not disqualified from working with children or subject to sanctions imposed by a regulatory body which would restrict me from applying for this post.

☐ **Data Protection Act 1998**

I hereby give my consent for personal information (including recruitment monitoring data) provided as part of this application to be held on computer or any other relevant filing systems and to be shared with other accredited organisations or agencies in accordance with the Data Protection Act 1998.

### Declaration

I certify that the information I have provided in this form and in the accompanying letter of application is correct to the best of my knowledge. I understand that an offer of appointment will be subject to satisfactory references, DBS clearance, proof of identity and right to live and work in the UK, medical checks and relevant qualifications. I accept that if any of the enclosed information is found to be untrue or misleading after my appointment, I may be liable for dismissal without notice.

Signed:

Date: